

Sell Back (Pay in Lieu of PTO)

Request Form

To receive payment in lieu of PTO, you must request payment by completing this “Sell Back Request Form” and submit to the Human Resources Department by December 5, 2008.

Employee Name: _____ Date: _____
(Please Print)

Sell Back (Pay in Lieu of PTO). Employees who accumulate two hundred forty (**240**) hours of PTO may sell back **8** hours annually.

Employees who reach the maximum accrual of four hundred eighty (480) hours are eligible to sell back PTO hours based on their length of service as listed below:

<u>Length of Service</u>	<u>Eligible PTO Hours FT</u>	<u>Eligible PTO Hours PT</u>
1 to 8 years	24 hours	16 hours
9 - 16 years	40 hours	27 hours
17 years and over	56 hours	38 hours

Number of hour's requesting _____

Employee's Signature: _____ Date: _____

(Just as a reminder: After December 26, 2008, if you have over 480 PTO hours, they will be forfeited. If you have any questions, please contact the Human Resources Department 652-5821.

Shaded area to be filled out by H/R

Hours _____ x Hourly Rate \$ _____ = \$ _____

Pay Period Ending: _____

_____ Date _____

Approval from Human Resources Dept.